

Instructions for Basic Interview Pattern

District: Your county.

COE ID: Clerks will complete this

Names of Child(ren)/OSY: Names of the child(ren)/OSY that you are qualifying. If there are additional children that do not qualify living with the family, make note of them in the “additional comments” or “comments” section at the end of section 1.

Name of Person Interviewed: Who was interviewed, if both parents/guardians are interviewed please list them both.

Relationship to Child: What is the person interviewed’s relationship to the child that you’re qualifying.

Date of Interview: The date the interview was done on.

Section I: These questions pertain to the most **CURRENT** move to your District regardless of whether this move qualifies or not.

1.) **Have you or any family member moved to find work?**

2.) **When did you last move to find work?**

3.) **Who sought employment?** Put the name of the individual that sought the employment not their relationship.

4.) **What SPECIFIC type of work were you looking for?** Looking for the specific type of work sought ex: cutting tobacco, setting tobacco (use a verb).

5.) **Did you find this kind of work?**

6.) **Where did you move from/to?** Where did the worker move from and where did they move to.

7.) **Did the child(ren) move with you?**

8.) **When did the worker move?** The date the worker moved into your county.

9.) **When did the child(ren) move?** The date the child(ren) moved into your county.

Comments: Any comment pertaining to the most current move such as; to join move etc. To Join Move: make sure to explain where the worker is coming from and where they went to and where did the children come from and went to. Ex: *Worker moved from FL – KY, children moved from MX – KY.*

Establishing Migrant History

Section II. Establishing Migrant History.

Gray Numbers: There are numbers that have been put in place to help you determine which move goes where, numbers start on Question # 6 in Section 1. The numbers should match with their corresponding district or state.

1.)

2.)

3.)

Additional Comments:

Comments are required for the following scenarios: moved seeking work, but work was not found; multiple reasons for the move that was not associated with agriculture; residence established more than one month before work is available; family found after 12 months in a district.

The following need to have comments on the COE as well as the BIP: short distance moves; to join moves; temporary employment; and eligibility based upon qualifying move.

Once the BIP is completed, recruiters can complete the top right hand corner. Does the family qualify or not? If they qualify on the most CURRENT move, leave it blank. ONLY use Move #____ when you’re dealing with a PREVIOUS qualifying move in which case you would indicate move no 1, 2 or 3 on Section 2.

Signature of Interviewee, Date & Signature of Interviewer, Date: Signatures are required as of October 1, 2013. All BIPS without signatures will be sent back to the district for completion. The interviewer and interviewee should both sign and date the BIP for accuracy.